



# WELCOME TO CALTRANS' PROFESSIONAL LICENSING ASSISTANCE PROGRAM

## PURPOSE:

The purpose of this program is to provide financial assistance to Caltrans employees to help them obtain their professional licenses. Our Department does this by offering limited reimbursements for professional review courses and technical reference materials.

## PROGRAM POLICIES

- This program is offered to permanent, full-time Caltrans employees in Bargaining Units 9 and 11.
- This program is offered on a "one-time only basis."
- Employees may not receive advance funding.
- Employees shall receive prior approval from the Office of Professional Development for review course and/or reference materials reimbursements.
- Employees may not use state time to study for professional review courses and/or professional examinations.
- Employees may not receive reimbursements for travel, meals, lodging, parking, tolls, etc. associated with review course or professional examinations.

## REVIEW COURSE

- Employees shall be reimbursed to the maximum allowances shown in Table 1.
- Employees may only take one review course for each license type.
- Employees shall receive reimbursement for review courses if they take their professional examination by the Board of Professional Engineers and Land Surveyors within 12 months after completing their review courses.
- Suggested review courses and vendor schedules for the various license types are available by clicking on Options 1 to 5 (see Prior Approval Procedures below).

## REFERENCE MATERIALS

- Employees may request approval to purchase reference materials at any time.
- Employees shall be reimbursed to maximum allowances shown in Table 1.
- Employees shall be reimbursed for reference materials if they take a professional examination by the Board of Professional Engineers and Land Surveyors within 12 months after they purchase the reference materials.
- Suggested reference materials for the various license types are available by clicking on Options 1 to 5 (see Prior Approval Procedures below).

Table 1		
Professional License Types	Maximum Allowances for Review Course Reimbursements	Maximum Allowances for Technical Reference Materials
Civil Engineering	\$450	\$200
Seismic	\$250	\$100
Surveying	\$250	\$100
Land Surveyor	\$500	\$100
Electrical Engineering	\$450	\$200
Mechanical Engineering	\$450	\$200
Structural Engineering	\$450	\$200

Traffic Engineering	\$450	\$200
Fundamental Engineering (Formerly Engineering-In- Training)	\$400	\$100
Land Surveyor-In- Training	\$400	\$100
Landscape Architect	\$650	(Included in course)
Geotechnical Engineering	\$450	\$200

### **PRIOR APPROVAL PROCEDURES (REVIEW COURSES AND REFERENCE MATERIALS)**

- Employees shall e-mail or fax a completed Option form to the Office of Professional Development before they begin a review course and/or purchase reference materials.
- Option forms, suggested reference materials and review courses/schedules are available by clicking on the appropriate option number below.

Option 1 = [Civil Engineering](#)

Option 2 = [Fundamental Engineering, Land Surveyor and Land Surveyors-In-Training](#)

Option 3 = [Electrical Engineering and Mechanical Engineering](#)

Option 4 = [Landscape Architect](#)

Option 5 = [Structural Engineering, Traffic Engineering, and Geotechnical Engineering](#)

- E-mail your approval requests to Paulette\_Lacy@dot.ca.gov or fax them to (916) 653-2350.
- Upon approval by the Office of Professional Development, employees may then purchase reference materials and attend review courses.

### **REIMBURSEMENT PROCEDURES (REVIEW COURSES AND REFERENCE MATERIALS)**

- Employees shall complete a Travel Expense Claim to receive reimbursements for review courses and/or reference materials.
- Employees shall attach the following items to their Travel Expense Claims.
  - Receipts and Course Completion Certificate (for Review Courses only)
  - Receipts (for Reference Materials only)
  - Proof of signing up for professional examination (copy of front and back of the acceptance post card sent by the Board of Professional Engineers and Land Surveyors **or** the Letter of Acceptance authorized by the Board of Professional Engineers and Land Surveyors)
- Completed Travel Expense Claims and attached items shall be mailed to:

Paulette Lacy  
Caltrans (Division of Design)  
Office of Professional Development  
1120 N Street (Mail Station 28)  
Sacramento, CA 95814

### **CHARGING REQUIREMENTS FOR TRAVEL EXPENSE CLAIMS**

The following charge number have been designated for Caltrans Professional Licensing Assistance Program:

District Source = 53

District Unit = 226

Charge District = 53

Expenditure Authorization = 910076

FAE = 7

Agency Object = 075

The Special Designation for each license type is noted in Table 2:

Table 2	
License Types	Special Designations
Civil Engineering	G0D113
Seismic	G0D114
Surveying	G0D115
Land Surveyor	G0D116
Electrical Engineering	G0D117
Mechanical Engineering	G0D118
Structural Engineering	G0D119
Traffic Engineering	G0D120
Fundamental Engineering	G0D121
Land Surveyor-In-Training	G0D122
Landscape Architect	G0D161
Geotechnical Engineering	G0D165

## EXAMPLES OF COMPLETED TRAVEL EXPENSE CLAIMS

To see an example of a completed Travel Expense Claim (for a specific license type), click on the appropriate title ([Civil Engineering](#), [Seismic](#), [Surveying](#), [Land Surveyor](#), [Electrical Engineering](#), [Mechanical Engineering](#), [Structural Engineering](#), [Traffic Engineering](#), [Fundamental Engineering](#), [Land Surveyor-In-Training](#), [Landscape Architect](#) or [Geotechnical Engineering](#)).

## CONTACT

For questions and additional information, please contact Yusu (Steve) Hao of the Office of Professional



Development.

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